



No. SMTc/ ADMIN/ HIRING/ 2017//141

**GOVERNMENT OF SINDH  
SINDH MASS TRANSIT CELL  
TRANSPORT & MASS TRANSIT  
DEPARTMENT**

Karachi, dated 24<sup>th</sup> May, 2017

To,

The Medical Superintendent,  
Services Hospital,  
Karachi.

**SUBJECT: OFFER OF APPOINTMENT TO THE POST OF "COMPUTER OPERATOR",  
SINDH MASS TRANSIT CELL, (SMTc) UNDER TRANSPORT & MASS  
TRANSIT DEPARTMENT, (TMTD), GOS.**

I am directed to refer to the subject noted above and to state that **Ms. Neelam Zahid** has been appointed as a "**Computer Operator**" Sindh Mass Transit Cell under Transport & Mass Transit Department, vide Offer letter No. SMTc/ADMIN/HIRING/2017/19/97 dated 22-05-2017 on contract basis for three years (copy enclosed).

2. It is, therefore, requested that she may be medically examined & issue Medical Fitness Report.

  
**(QASSIM DADA)**  
Director (F&A)  
SMTc / TMTD

A copy is forwarded for information to the P.S to Secretary, Transport & Mass Transit Department, Karachi.

**Director (F&A)**

# Ms Neelam Zahid

Ph: 021-32784916, Mob: 0333-2722261 ✓

Email: neelamzh@gmail.com

## OBJECTIVE

To work for a reputable organization where I can apply my experience and knowledge and have the opportunity to constantly learn and improve my analytical and quantitative skills. And I want to have a managerial based job where u manage people and systems accordingly

## ACADEMIC QUALIFICATION

<b>Masters in Business Administration (HR)</b> PRESTON UNIVERSITY	(In Progress)
<b>Masters in International Relations (IR)</b> University of Karachi	2008 - 2009
<b>Bachelors in Arts</b> Govt. Karachi College	2004 - 2006
<b>Intermediate in Fashion Designing</b> Ziarat School of Arts	2003 - 2004
<b>Matriculation in Science</b> Bombay Memon Brothers (G.G.S.S)	2000 - 2002
<b>ADIT Fast Track (Additional Diploma in Information Technology)</b> Academy of Business Computers (ABC)	✓

## COMPUTER SKILLS

- MS Office 2000 (Excellent experience of Excel and Word)
  - Worked with various formulae in excel
- SQL Server 2005
- Java Scripting
- DHTML
- HTML
- Visual basic 6.0
- In-page Work
- Internet Browsing
  - Good Skills of Content Searching of Script writing
  - Social Media interaction

## TRAINING

- 1 IP TV Training (6 months)
- 2 Communication Skills

### **Professional Work Experience**

- 1 Recently working in KHAADI as Admin Support officer
- 2 One year and 10 months in Converge Technologies (Pvt) Ltd as a Content Executive.
- 3 One year in ZRG International (Pvt.) Ltd as Office coordinator

### **❖ Converge Technologies (Pvt.) Ltd**

Worked in Converge Technologies as content executive, Converge Technologies is one of the largest content provider in telecom sector for VAS services.

#### **Responsibilities:**

- IVR Recording for **Mobilink 555 Portal**
  - Complete Prompts of IVR in Punjabi Language
  - Punjabi & Urdu News:
  - Horoscope
  - More Other categories for EntertainmentDaily Bases  
Weekly Bases  
Monthly Base
- Managing Complete IVR for **Zong Ilaqai Mausiqi (Regional Music Portal)**  
IVR based on music portal of Pakistani regional Languages.  
(Punjabi-Sindhi-Saraiki-Pashtu-Balochi)
  - Content Management (All Languages)
  - Data formatting (according to IVR Portal)
  - Complete CSV work
- Various IVR Recording for **Multinational Companies**
  - Maggi Noodles
  - Dove Shampoo
  - Supreme Tea (Akshay Kumar and Sunakshi Sinha Campaign)
- Script writing and recording in Punjabi and Urdu language for **IVR Portals**
  - **Zong Ilaqai Mausiqi** (Regional Music Portal) IVR Prompts
  - **Telenor OBD** (Out Bond Dialer) Prompts
  - **Warid OBD** (Out Bond Dialer) Prompts
- Various Catalogs Regarding Content Management
  - Maintain Content Catalog
  - Revenue sheets of Local and International Telecom operators
    - Local Operators (Zong-Mobilink-Ufone-Warid-Telenor)
    - International Operators (Qanawat-Westinfinity)

### **❖ ZRG International (Pvt.) Ltd**

#### **Responsibilities:**

- Calls Receiving
- Horoscope recording & editing
- Showbiz news recording & editing
- Making a winner list for callers

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## LANGUAGES

Proficient in spoken and written English, Punjabi and Urdu  
Good communication, interpersonal and analytical skills.

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## INTEREST & ACTIVITIES

- Net surfing related to subjects.
- Singing
- Reading
- Fashion Designing
- Textile Designing

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## PERSONAL INFORMATION

Father's Name :	Zahid Hussein (Editor Pictures Jang Group of Newspapers)
Marital status :	Single
Date of Birth :	04-11-1986
Place of Birth :	Karachi
Nationality :	Pakistani
Religion :	Islam
NIC# :	42201-4215446-8
Address :	R-142 Sector 8/A Gulshan-E-Zahoor Karachi

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## REFERENCES

Shall be furnished upon request



Sindh Mass Transit Cell TMTD &lt;smtc.tmtcd@gmail.com&gt;

**Fwd: REFUSE THE OFFER FROM THE DESIGNATION OF COMPUTER OPERATOR (SMTC)**  
1 message

Fri, Jun 2, 2017 at 12:55 AM

**Neelam Zahid** <neelamzh@gmail.com>  
To: smtc.tmtcd@gmail.com

Resending in case of doesn't meet on given below id.

----- Forwarded message -----  
From: **Neelam Zahid** <neelamzh@gmail.com>  
Date: Fri, Jun 2, 2017 at 12:37 AM  
Subject: REFUSE THE OFFER FROM THE DESIGNATION OF COMPUTER OPERATOR (SMTC)  
To: cadopertor.pppnode.tmtcd@gmail.com

Hi Concern Person at SMTC.

Hope you doing well !

Regret to inform you that i Neelam Zahid refuse the offer for the designation of Computer Operator of SMTC enclosed are the offer letter and copy of email for your quick access, therefore below are the some characteristics for refuse the offer.


First of all there no secure place of sitting for female in order to continue subjected designation rather than it has to be a proper office nevertheless than bungalow ,

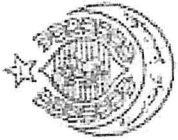
Secondly there is no benefits in this job which supposed to be like an federal Government job or any other relevant government job for example, no increment, no bonus, no pension, no pick and drop nor permanent job there is just three years of contract than there is no security whether that would be continue after that or would be fire for next up coming years, salary of just the lump sum of amount forty thousand so i would like to Thank for to consider me for this job on merit basis that is kind enough for me to achieve this opportunity on merit basis, But i wouldn't be consider to join this opportunity.

Many Thanks

**NEELAM ZAHID****NEELAM ZAHID**

2 attachments

 offer letter smtc staff0020.pdf  
86K Offer Email SMTC.docx  
14K



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NO. SMT/C/ADMIN/HIRING/2017  
GOVERNMENT OF SINDH  
SINDH MASS TRANSIT CELL  
TRANSPORT & MASS TRANSIT  
DEPARTMENT

Karachi dated the 22<sup>nd</sup> May, 2017

To,

Ms. Neelum Zahid,  
Karachi.

SUBJECT:

OFFER LETTER FOR THE POSITION OF "COMPUTER OPERATOR", SINDH MASS TRANSIT CELL (SMT/C) TRANSPORT & MASS TRANSIT DEPARTMENT.

With the approval of Competent Authority, you are hereby offered the post of "COMPUTER OPERATOR, SINDH MASS TRANSIT CELL (SMT/C)" which has been created under the aegis of Transport & Mass Transit Department purely on temporary basis for a contract period of three (03) years with Lump sum Remuneration amounting to Rs.40,000/- per month on the following terms and conditions:-

- i) You will be governed by such rules and orders as applicable to other civil servants of your grade / contract rules.
- ii) You will undergo a medical examination service (contract basis) and your contract appointment will be subject to the condition that you are declared medically fit by the competent medical authority.
- iii) In case of your tendering resignations, you will not leave the charge of your post unless and until your resignation is formally accepted. Behaviors contrary to this condition will tantamount to misconduct and will be dealt with accordingly.
- iv) Your services are purely on temporary / contract basis.
- v) Your services will be on the basis of satisfactory performance and liable to terminate if found any negligence.
- vi) You shall perform all such functions / services as envisaged in the Sindh Mass Transit Authority (SMTA) Act 2016 under the Administrative Control of Transport & Mass Transit Department, Govt. of Sindh.
- vii) After establishment of Sindh Mass Transit Authority (SMTA), your services will be absorbed from SMT/C to SMTA as per SGA&CD's Notification vide NO.SO(C-IV)/SGA&CD/4-13/15, dated 23-11-2016.

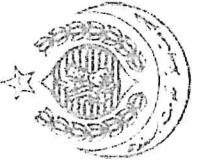
2. If you accept the offer on the terms and conditions specified above, you should report for duty to Secretary, Transport & Mass Transit Department, Government of Sindh within Seven (07) days of the issue of this offer. Failing which it will be presumed that you are not willing to accept it which will be cancelled without any notice.

(Qassim Dada)  
(F&A)

Sindh Mass Transit Cell

A copy is forwarded for information to the PS to Secretary Transport & Mass Transit Department,  
Govt. of Sindh Karachi.

Finance & Admin



No. SMTC/ ADMIN/ HIRING/ 2017/ 141  
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**(QASSIM DADA)**  
Director (F&A)  
SMTC / TMTD

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**Director (F&A)**





NO. SMTc/ADMIN/HIRING/2017/0107  
GOVERNMENT OF SINDH  
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TRANSPORT & MASS TRANSIT  
DEPARTMENT  
Karachi dated the 22<sup>nd</sup> May, 2017

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(Qassim Dada)  
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Sindh Mass Transit Cell

A copy is forwarded for information to the PS to Secretary Transport & Mass Transit Department, Govt. of Sindh Karachi.

Director (Finance & Admin)



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The Additional Secretary,  
Transport and Mass Transit Department,  
Government of Sindh,  
Karachi.

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Subject: REQUEST FOR THE POST OF COMPUTER OPERATOR.

R/Sir,

With reference to the advertisement published on daily Kawish dated 1<sup>st</sup> September, 2016 wherein many posts were advertised, I am applying for one of the post of Computer Operator. Sir, if undersigned given the chance to work as Senior Auditor, I will prove myself best for the above mentioned post. The required documents are attached herewith, please.

Thanking you in anticipation, Sir.

Yours Obediently,



(Neelam Zahid)



NO. SMTC/ADMIN/HIRING/2017/19/97  
GOVERNMENT OF SINDH  
SINDH MASS TRANSIT CELL  
TRANSPORT & MASS TRANSIT  
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